

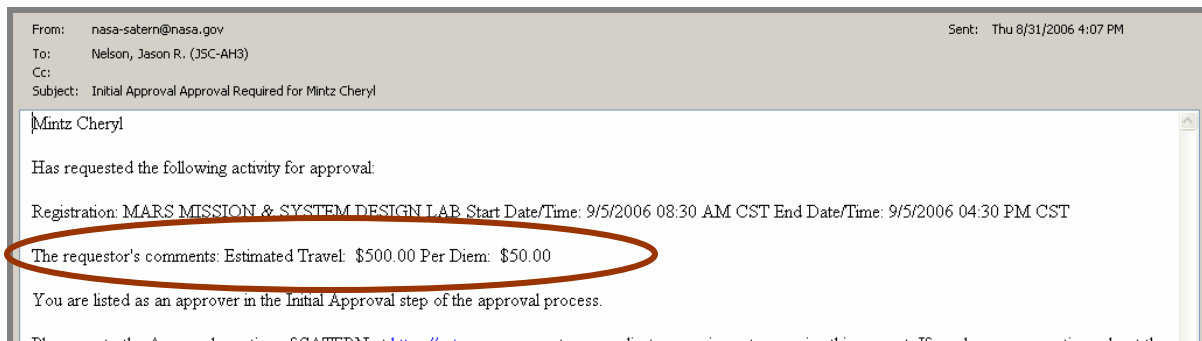


Instructions for Training Coordinators on How to Approve APPEL and LMD Courses

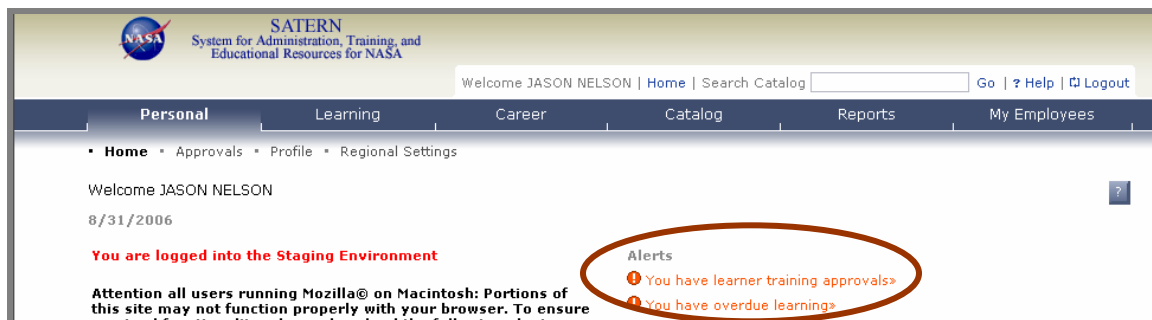
When approving APPEL and LMD Courses, please verify Estimated Travel costs and Per Diem information is included. If this information has not been entered by the requestor, the request should be denied.

Here's what to do

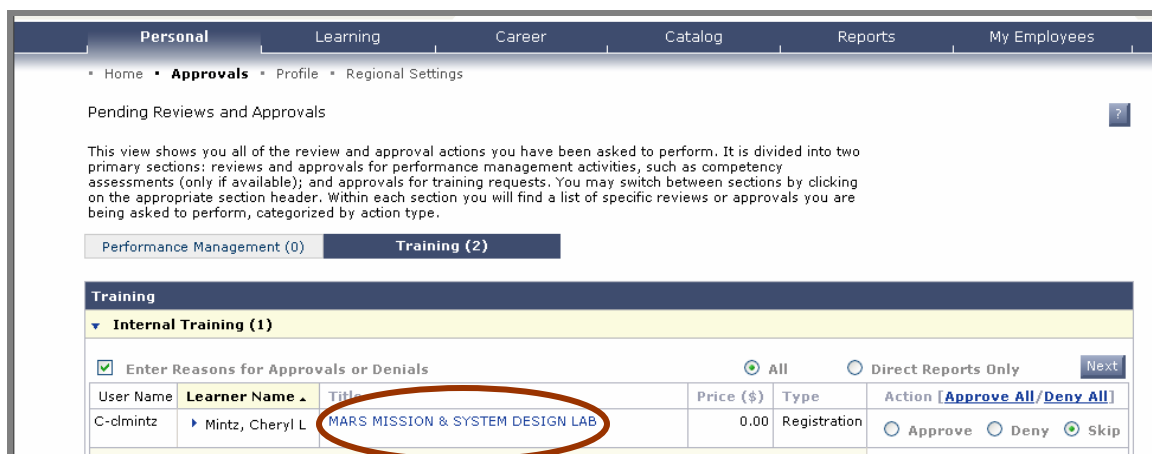
STEP 1: Upon receiving the email notification for approval required, verify in the Requestor's Comments that the Learner has provided an Estimate of Travel and Per Diem.



STEP 2: Or you can Login to SATERN at <https://satern.nasa.gov> and click the link, under **Alerts** that says **You have learner training approvals»**



STEP 3: On the **Approvals** screen, APPEL and LMD courses are found under the **Internal Training** section. Click **Item Title** link to view the request details.



Login to SATERN at <https://satern.nasa.gov>

STEP 4: Click the blue arrow next to **Comments** to see the Estimated Travel and Per Diem.

STEP 5: After reviewing the request, use the [← Back](#) link to return to the approval screen and approve/deny the request as usual.

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Offering of MARS MISSION & SYSTEM DESIGN LAB

Summary Information

MARS MISSION & SYSTEM DESIGN LAB
Scheduled Offering ID: 156
Item Description: No Description

Segment Details

Segment	Start	End	Facility & Location	Instructor
1	9/5/2006 08:30 AM CST	9/5/2006 04:30 PM CST	-	,

Registration Information

Contact Information

Comments

Estimated Travel: \$500.00 Per Diem: \$50.00

Approval Status

IMPORTANT: If the **Comments** field did not include the Estimated Travel and Per Diem information relevant to attend this course you should deny the request.

1. Check the box next to **Enter Reasons for Approvals and Denials**
2. Select **Deny**
3. Click the **NEXT** button.
4. Enter the following text in the **Denial Reasons** field and click the **NEXT** button:
"Your registration must include an estimate of Travel and Per Diem. Please re-register and provide an estimate of Travel and Per Diem."

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Approve or Deny → **Denial Reasons**

Enter a reason for denying your employee's training request below.

[Previous](#) [Next](#)

Learner Name and Schedule	Denial Reason (optional)
Mintz, Cheryl L MARS MISSION & SYSTEM DESIGN LAB	Your registration must include an estimate of Travel and Per Diem. Please re-register and provide an estimate of Travel and Per Diem.